

TITLE 1: GOVERNMENT AND ADMINISTRATION
DIVISION 2: DEPARTMENTS, OFFICES, COMMISSIONS
Chapter 32: Assistant County Administrative Officer.
Sections:

- 12.321 Appointment of the Assistant County Administrative Officer.
- 12.322 Responsibility of the Assistant County Administrative Officer.
- 12.323 Authority of the Assistant County Administrative Officer.

12.321 Appointment of the Assistant County Administrative Officer.

Appointment of the Assistant County Administrative Officer will be made by the County Administrative Officer. The Assistant County Administrative Officer shall be a County Officer in the Unclassified Service.

Amended Ordinance #3662 (1996); Amended Ordinance #3771 (1999)

12.322 Responsibility of the Assistant County Administrative Officer.

(a) The Assistant County Administrative Officer will be the appointing authority for the department heads of the departments of Human Resources, Information Services, and Purchasing.

(b) The Assistant County Administrative Officer shall provide budgetary, fiscal, and administrative support as it pertains to Board of Supervisors' policy and procedures for the departments of Arrowhead Regional Medical Center, Behavioral Health, Public Health, Auditor/ Controller-Recorder, Assessor, Treasurer/Tax Collector-Public Administrator, District Attorney, Sheriff/Coroner, Public Defender, and Probation.

Amended Ordinance #3662 (1996); Amended Ordinance #3691 (1997); Amended Ordinance #3694 (1997); Amended Ordinance #3771 (1999); Amended Ordinance 3786 (2000); Amended Ordinance #3838 (2001); Amended Ordinance 3947 (2005);

12.323 Authority of the Assistant County Administrative Officer.

(a) The Assistant County Administrative Officer shall be the appointing authority over those employees within the Human Resources, Information Services, and Purchasing departments whose appointments are not otherwise provided for by Charter or General Law including Deputy Administrative Officer(s). The Assistant County Administrative Officer shall have the power to delegate in writing this appointing authority to his or her subordinates.

(b) The Assistant County Administrative Officer shall have the power of general administrative supervision and coordination over the operations of the Human Resources, Information Services, and Purchasing departments. The Assistant County Administrative Officer may direct such action as he or she deems appropriate to exercise any power or jurisdiction, or to assume or discharge any responsibility, or to carry out or effect any of the purposes vested by law in any officer, employee, or division in the above named departments except as otherwise provided by Charter or General Law.

(c) The Assistant County Administrative Officer shall have the power to reorganize the Human Resources, Information Services and Purchasing departments and in connection with such

reorganization, the Assistant County Administrative Officer has the power to transfer personnel from one department or division to another.

(d) Subject to the overall supervision and direction of the Administrative Officer, the Assistant County Administrative Officer shall be responsible for the preparation and compilation of the annual budgets of the Human Resources, Information Services, and Purchasing departments and shall be responsible for their administration after adoption.

Amended Ordinance #3662 (1996); Amended Ordinance #3771 (1999); Amended Ordinance 3786 (2000); Amended Ordinance 3947 (2005);